

28 JUL 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT: Joint Agreement between the Assistant Director for Personnel and the Director of Training on Administration of Program for Career Development of Junior Personnel

1. The reference memorandum formalizes the agreements reached between the Assistant Director for Personnel and the Director of Training in a meeting on 1 July 1954 concerning additional policies and procedures for joint administration of the Junior Personnel Career Development Program.

2. Pursuant to an agreement among the representatives of the meeting, this Staff prepared the memorandum based upon notes compiled during the session. The memorandum was coordinated initially with the Placement and Utilization Division and the Special Assistant for Career Service, and the latter obtained the concurrence of the Assistant Director for Personnel in the first draft prior to his departure on leave.

3. The draft was then coordinated with the Chiefs, Junior Officer Training Division and Assessment and Evaluation Staff. A number of changes were made as the result of working-level collaboration, but none of the changes are considered to have substantive importance. The Special Assistant for Career Service and the Placement and Utilization Division are in agreement with the Memorandum of Understanding inclusive of the changes made in it after coordination.

4. The Memorandum of Understanding recognizes that the Placement and Utilization Division and the Junior Officer Training Division will jointly develop working procedures and additional ground rules for considering applications. This arrangement is expressly at the desire of the Assistant Director for Personnel and the Director of Training.

5. Your signature of the Memorandum of Understanding is requested.

25X1A

/s/ [Redacted]
Chief, Planning and Analysis Staff

Attachment

25X1A

PAS/[Redacted]:emv (23 Jul 54)

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MEMORANDUM FOR: Director of Training

SUBJECT: Joint Agreement on Policies and Procedures for the
Junior Personnel Career Development Program

1. Attached hereto is a memorandum covering areas of agreement reached between you and the Assistant Director for Personnel on 1 July 1954 relative to administration of the Program for Career Development of Junior Personnel. The memorandum has been coordinated with the Chiefs, Junior Officer Training Division, and Assessment and Evaluation Staff.

2. Prior to going on leave, the Assistant Director for Personnel approved an earlier draft of the memorandum which is identical to the attached with the exception of changes made in the latter at the suggestion of the Chiefs, Junior Officer Training Division, and Assessment and Evaluation Staff.

George E. Nelson
Deputy Assistant Director
for Personnel

Attachment

25X1A

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